



COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294
(323) 881-2401

DARYL L. OSBY
FIRE CHIEF
FORESTER & FIRE WARDEN

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

49 November 5, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

November 05, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVE AN INCREASE AND EXTEND THE CONTRACT(S) FOR TEMPORARY PERSONNEL SERVICES (ALL DISTRICTS) (3 VOTES)

SUBJECT

The Consolidated Fire Protection District of Los Angeles County (District) is requesting approval to increase the four (4) contracts for Temporary Personnel Services (Act-1 Personnel Services, Helpmates Staffing Services, Select Staffing Extra-Mile Services, and Future Personnel Agency, Inc., d.b.a. Top Tempo) from \$540,000 to \$690,000 per contract year to accommodate the increase of vacancies due to peak workloads, temporary absences, or emergency situations, and to extend the term of those contracts on a month-to-month basis as needed from December 16, 2014 to December 15, 2015.

IT IS RECOMMENDED THAT THE BOARD ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:

1. Approve an increase in the spending authority for the District's Temporary Personnel Services contracts from \$540,000 to \$690,000 per contract year. This represents an increase of \$150,000 per contract year for the duration of the Temporary Personnel Services, which currently ends on December 15, 2014.

2. Delegate authority to the Fire Chief to extend four (4) existing Temporary Personnel Services contracts with Act-1 Personnel Services, Helpmates Staffing Services, Select Staffing Extra-Mile Services, and Future Personnel Agency, Inc., d.b.a. Top Tempo, for a maximum period of twelve (12)

months on a

month-to-month basis, at the District's sole discretion, the existing rates, and terms and conditions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The District's Emergency Medical Services (EMS) Section is in critical need of temporary help to assist with verifying EMS reports and data entry until a planned reorganization is complete. Utilization of temporary employment services has increased due to the high number of employees on approved medical leave, special projects, and high employee turnover. In order to ensure more timely submission of data to the Department of Health Services and for reconciliation of the data in preparation of ePCR implementation, a two-phase Data Bridge Program was developed. The first phase of the program was to utilize a temporary workforce to verify current incoming EMS report forms and prevent the data backlog from growing while a contract was developed, approved, and executed.

Amendment No. 5 (template attached) to the current contracts extends the Temporary Personnel Services for an additional twelve (12) months, on a month-to-month basis. The District is in the process of evaluating proposals to establish new contracts. One of the proposers has requested a Proposed Contractor Selection Review in which the District addresses the issues. If these issues are not addressed in a satisfactory manner for the proposer, then the proposer may request that the County Independent Review Panel review their issues. This process may extend past the current contracts' expiration date. Thus, the District is requesting the authority to extend the contracts for a maximum of twelve (12) months, on a month-to-month basis, until the issues with the review are resolved.

Implementation of Strategic Plan Goals

Approval of the recommended actions is consistent with the County's Strategic Plan Goal #1 Organizational Effectiveness/Fiscal Sustainability. The continuation of these contracts will help promote and further enhance the District's goal in its administrative and executive sections, thereby working in the best interest of the people the District serves.

FISCAL IMPACT/FINANCING

The District's 2014-15 budget includes sufficient funding for the Temporary Personnel Services. There is no impact to net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current spending authority of \$540,000 for the District's Temporary Personnel Services contracts was approved by your Board on December 8, 2008. Approval of the recommended increase in spending authority will allow the District to expend a total of \$690,000 to continue the District's day-to-day operation.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow the District to continue with uninterrupted Temporary

The Honorable Board of Supervisors

11/5/2014

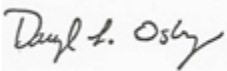
Page 3

Personnel Services which is necessary to ensure that all District administrative and executive sections are operating safely and efficiently.

CONCLUSION

Upon approval by your Honorable Board, the District requests the Executive Officer of the Board notify Lucy Guadiana, the District's Contract Administrator, Contracts Section, at (323) 838-2275 when the documents become available.

Respectfully submitted,

A handwritten signature in black ink, reading "Daryl L. Osby". The signature is written in a cursive style with a large, stylized "D" and "O".

DARYL L. OSBY

FIRE CHIEF, FORESTER & FIRE WARDEN

DLO:lg

Enclosures

c: Chief Executive Officer
County Counsel

**AMENDMENT NUMBER 5 TO CONTRACT NUMBER XXXXX
FOR TEMPORARY PERSONNEL SERVICES**

This Amendment Number 5 to the Temporary Personnel Services Contract is made and entered into this _____ day of _____ 2014

BY AND BETWEEN THE

CONSOLIDATED FIRE PROTECTION
DISTRICT OF LOS ANGELES COUNTY,
HEREIN REFERRED TO AS ("DISTRICT")

AND

XXXXX referred to as ("CONTRACTOR")
for Temporary Personnel Services,

WHEREAS, December 16, 2008, the District and (Contractor), entered into a Contract Number XXXX to provide the District with Temporary Personnel Services; and

WHEREAS, Contract Number XXXXX provides that changes to its terms may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW THEREFORE, District and Contractor hereby agree to Amendment Number 5 to Contract Number XXXXX to extend the terms of said contract for a maximum of additional twelve (12) months, on a month-to-month basis, with the maximum end date of the contract being changed to December 15, 2015.

- 1) Paragraph 4.0, TERM OF CONTRACT, shall be revised to read as follows:

4.0 TERM OF CONTRACT:

- A. The term of this contract shall remain in full force and effect until no later than December 15, 2015, and shall be extended on a month-to-month basis by the District, at the District's sole discretion, beginning on December 16, 2014.

- 2) Paragraph 5.0 CONTRACT SUM, shall remain the same as FY 2013:

5.5.2 Contractor prices as described in Price Summary Exhibit 16.

- 3) Except as provided in this Amendment Number 5, all other terms and conditions of the contract shall be in full force and effect.
- 4) This Amendment Number 5 shall be effective when signed by both parties.

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CONSOLIDATED FIRE PROTECTION
DISTRICT OF LOS ANGELES COUNTY

CONTRACTOR

By: _____
Signature

By: _____
Signature

Name: _____
Print

Name: _____
Print

Title: _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

RICHARD D. WEISS
ACTING COUNTY COUNSEL

By: _____
Principal Deputy County Counsel